

**Board of Chiropractic Examiners**

2525 Natomas Park Drive, Suite 260  
Sacramento, California 95833-2931  
Telephone (916) 263-5355 FAX (916) 263-5369  
CA Relay Service TT/TDD (800) 735-2929  
Consumer Complaint Hotline (866) 543-1311  
[www.chiro.ca.gov](http://www.chiro.ca.gov)



## **Frequently Asked Questions About the Process of Obtaining a License**

**Q: Where do I find information about applying for a license?**

**A:** You may call the Board at (916) 263-5355, or go on the Board's website at [www.chiro.ca.gov](http://www.chiro.ca.gov). Click on the appropriate subject. If you download the application, make sure that the current governor is listed.

**Q: Do I have to send in my fees with the application?**

**A:** Yes. If not, your application will be returned. If you use Live Scan fingerprint services, submit \$100.00 along with the application. If you use the standard fingerprint cards, submit \$156.00, application and the printed cards.

**Q: How long does it take to get a license?**

**A:** The average processing time is 3 to 5 months. Please note that there may be circumstances, which may cause a delay in the processing of your application.

**Q: How do I find out the status of my application?**

**A:** The average time to initially review your application is 5 to 6 weeks. At that time a deficiency letter will be sent. It is the applicants' responsibility to obtain requested items for Board review.

**Q: If I send everything in, can I get my application processed sooner?**

**A:** It is possible, but keep in mind, that it may take from 5 to 6 weeks before the application is initially reviewed and an average of 3 to 5 months to process it. Applications are reviewed on a first come, first serve basis.

**Q: How long will my application be kept on file?**

**A:** One year from the date the Board received the application.

**Q: After I send in my application, how will I know what else I need to do?**

**A:** After your application has been initially reviewed, a letter will be sent advising you that you have either qualified for the LPPE, or that you will need to send additional documentation to complete the application. The letter requesting additional documentation is called a deficiency letter. Please note, that a deficiency letter is a request for documentation and does not mean that upon receipt of the requested documents, the application is complete.

**Q: What do I have to do if I change my name or address?**

**A:** To change your address, mail the change to the Board accompanied with your signature. If you have legally changed your name, send the request along with a copy of the court order.

**Q: What is the difference between live scan and fingerprint cards?**

**A:** Live Scan is a process that scans your fingerprints electronically and is available only in California. The fingerprint fees are paid at the Live Scan site. You will need to send the Board's copy of the Live Scan form. Fingerprint cards are issued to the applicant from the Board and are processed at most law enforcement agencies. The applicant must send the completed cards back to the Board, along with a processing fee of \$56.00.

**Q: What is a preceptorship program?**

**A:** Pursuant to California Code of Regulations §312, a preceptorship program is a program whereby the student practices under the 100 percent supervision of a licensed doctor of chiropractic. The preceptor doctor applies with one of the Board approved colleges and serves as an extension of the college for purposes of the clinical portion of the curriculum during the final term of schooling.

**Q: Can I use the prefix Dr. and/or suffix D.C without a license?**

**A:** No. California Code of Regulations §310.2 "prohibits individuals from practicing chiropractic unless they hold an active chiropractic license issued by the Board. Additionally, individuals may not advertise or promote, in any manner, the words "doctor" or "chiropractor", or use the prefix "Dr." or suffix "D.C.", or engage in the practice of chiropractic without having a valid, unrevoked or unsurrendered license". Failure to comply with this regulation is a violation of the Chiropractic Initiative Act.

**Q: When can I sit for the Law and Professional Practice Exam (LPPE)?**

**A:** When all the required documentation has been received, reviewed and verified, a letter will be sent authorizing you to take the exam.

**Q: Where do I sit for the LPPE?**

**A:** A letter will be sent authorizing you to take the exam. On the letter will be an 800 number for you to call. This is the Testing Center, and they will assist you as you decide where, when, and at what time you wish to take the test.

- Applicants qualified to take the exam may only sit for the exam once in a 24 hour period.
- Applicants who fail after 3 times will have to wait one week before sitting for the exam again.
- Applicants who fail after 5 times will have to wait 2 weeks before sitting for the exam again.

**Q: I have taken the LPPE twice and failed. I have financial hardships and not working adds to my growing debt. Can I take the test without the required waiting period?**

**A:** No. The responsibility of passing the LPPE rests solely with the applicant, and therefore, does not place any burden upon the Board.

- Applicants qualified to take the exam may only sit for the exam once in a 24 hour period.
- Applicants who fail after 3 times will have to wait one week before sitting for the exam again.
- Applicants who fail after 5 times will have to wait 2 weeks before sitting for the exam again.

**Q: How long do I have to pass the LPPE?**

**A:** One year from the date of your original authorization letter. If you do not pass within this time, your file will be sent for destruction and you will need to resubmit a new application along with the associated fees and documents.

**Q: If I have been convicted of a felony or misdemeanor, will this stop me from obtaining a license?**

**A:** This type of information will be reviewed on an individual basis. We ask that you submit your application, fee and information regarding the occurrence. The Board will review your file and make a decision at that time. Please keep in mind that we do take into consideration the type of conviction, the age that you were when the incident occurred and the time that has elapsed since the conviction.

**Q: Do I have to answer yes to a criminal history question if my case has been expunged or dismissed?**

**A:** Yes. California Penal Code §1203.4(a) states that an applicant is not relieved from his or her obligation to disclose a conviction in response to any direct question contained in any questionnaire or application for licensure by any state or local agency.

**Q: If I have a criminal history, what will I need to send to the Board?**

**A:** Once your personal statement and any documents that you have submitted have been reviewed, you will be notified of any further action. Please keep in mind that your personal statement must be in detail, describing the events and circumstances leading up to your arrest or citation. If you were cited, a copy of the citation/police report will be required. CERTIFIED court documents will also be required. Copies from applicants will not be accepted. Proof of all court orders will also be needed. The Board will not review your file until all requested documentation has been received.

**Q: What am I allowed to do while waiting for my license?**

**A:** For information relating to the scope of practice, refer to the California Code of Regulations §302 (Practice of Chiropractic)